

**Policy 1340: Access To District Records**

**Status:** ADOPTED

**Original Adopted Date:** 10/19/2000 | **Last Revised Date:** 02/19/2026 | **Last Reviewed Date:** 02/19/2026

The Board of Trustees recognizes the right of members of the public to have access to public records of the district. The district shall provide any member of the public reasonable access to the public records of the district during normal business hours and within the requirements of law. Public access shall not be given to records that are exempt from public disclosure pursuant to the California Public Records Act or other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups, in accordance with law and as specified in the accompanying administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Adopted: October 19, 2000  
Revised: 2/19/2026

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
5 CCR 430-438	<a href="#">Individual student records</a>
CA Constitution Article 1, Section 3	<a href="#">Right of access to governmental information</a>
Civil Code 1798.3	Personal information
Ed. Code 234.7	<a href="#">Student protections relating to immigration and citizenship status</a>
Ed. Code 35145	<a href="#">Public meetings</a>
Ed. Code 35170	<a href="#">Authority to secure copyrights</a>
Ed. Code 35250	<a href="#">Duty to keep certain records and reports</a>
Ed. Code 35266	Cybersecurity
Ed. Code 41020	<a href="#">Requirement for annual audit</a>
Ed. Code 42103	<a href="#">Budget notification</a>
Ed. Code 44031	<a href="#">Personnel file contents and inspection</a>
Ed. Code 44839	<a href="#">Medical certificates; periodic medical examination</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49091.10	<a href="#">Parental review of curriculum and instruction</a>
Gov. Code 11549.3	<a href="#">Office of Information Security</a>
Gov. Code 3547	<a href="#">Proposals relating to representation</a>
Gov. Code 53262	<a href="#">Employment contracts</a>
Gov. Code 54957.2	<a href="#">Minute book record of closed sessions</a>
Gov. Code 54957.5	<a href="#">Agendas and other writings distributed for discussion or consideration</a>

**State**

Gov. Code 6205-6210

**Description**

Address confidentiality; victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder and dependent adult abuse

Gov. Code 6215-6216

Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence

Gov. Code 7920.000-7930.215

[California Public Records Act](#)

Gov. Code 81008

[Political Reform Act, public records; inspection and reproduction](#)

Gov. Code 8310.3

[California Religious Freedom Act](#)

Gov. Code 8450

Tribal financial information

Gov. Code 8550-8669.7

California Emergency Services Act

Gov. Code 8586.5

Office of Emergency Services; California Cybersecurity Information Center

**Federal**

20 USC 1232g

**Description**

[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)

34 CFR 99.1-99.8

[Family Educational Rights and Privacy Act](#)

**Management Resources**

Attorney General Opinion

**Description**

[64 Ops.Cal.Atty.Gen. 186 \(1981\)](#)

Attorney General Opinion

[71 Ops.Cal.Atty.Gen. 235 \(1988\)](#)

CA Office of the Attorney General Publication

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025](#)

CA Office of the Attorney General Publication

[Summary of the California Public Records Act, August 2004](#)

CA Office of the Attorney General Publication

[California Department of Justice Guidelines for Access to Public Records, October 2017](#)

Court Decision

[National Lawyers Guild, San Francisco Bay Area Chapter v. City of Hayward \(2020\) 9 Cal.5th 488](#)

Court Decision

[Sacramento County Employees' Retirement System v. Superior Court \(2011\) 195 Cal.App. 4th 440](#)

Court Decision

[Fairley v. Superior Court \(1998\) 66 Cal.App. 4th 1414](#)

Court Decision

[International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County \(2007\) 42 Cal.4th 319](#)

Court Decision

[Kleitman v. Superior Court \(1999\) 74 Cal.App. 4th 324](#)

Court Decision

[Los Angeles County Board of Supervisors v. Superior Court \(2016\) 2 Cal.5th 282](#)

Court Decision

[Los Angeles Times v. Alameda Corridor Transportation Authority \(2001\) 88 Cal.App.4th 1381](#)

Court Decision

[North County Parents Organization for Children with Special Needs v. Department of Education \(1994\) 23 Cal.App. 4th 144](#)

Court Decision

[City of San Jose v. Superior Court \(2017\) 2 Cal.5th 608](#)

CSBA Publication

[Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017](#)

League of California Cities Publication

[The People's Business: A Guide to the California Public Records Act, rev. April 2017](#)

Website

[California Department of Education, Resources to Include Immigrant Families](#)

**Management Resources**

Website	<a href="#">California Department of Education, LEA Immigration Enforcement Policy Submission</a>
Website	<a href="#">California Office of Emergency Services</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">League of California Cities</a>
Website	<a href="#">State Bar of California</a>
Website	<a href="#">California Office of the Attorney General</a>
Website	<a href="#">CSBA</a>

**Cross References**

	<b>Description</b>
0400	<a href="#">Comprehensive Plans</a>
0420	<a href="#">School Plans/Site Councils</a>
0420	<a href="#">School Plans/Site Councils</a>
0440	<a href="#">District Technology Plan</a>
0440	<a href="#">District Technology Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
1100	<a href="#">Communication With The Public</a>
1100	<a href="#">Communication With The Public</a>
1112	<a href="#">Media Relations</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1113-E(1)	<a href="#">District And School Websites</a>
1220	<a href="#">Citizen Advisory Committees</a>
1220	<a href="#">Citizen Advisory Committees</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(1)	<a href="#">Uniform Complaint Procedures</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E(2)	<a href="#">Williams Uniform Complaint Procedures</a>
1445	<a href="#">Response To Immigration Enforcement</a>
1445	<a href="#">Response To Immigration Enforcement</a>
2121	<a href="#">Superintendent's Contract</a>
3100	<a href="#">Budget</a>
3100	<a href="#">Budget</a>
3230	<a href="#">Federal Grant Funds</a>
3311	<a href="#">Bids</a>
3311	<a href="#">Bids</a>

**Cross References****Description**

3312	<a href="#">Contracts</a>
3320	<a href="#">Claims And Actions Against The District</a>
3460	<a href="#">Financial Reports And Accountability</a>
3460	<a href="#">Financial Reports And Accountability</a>
3514.2	<a href="#">Integrated Pest Management</a>
3516	<a href="#">Emergencies And Disaster Preparedness Plan</a>
3516	<a href="#">Emergencies And Disaster Preparedness Plan</a>
3543	<a href="#">Transportation Safety And Emergencies</a>
3550	<a href="#">Food Service/Child Nutrition Program</a>
3550	<a href="#">Food Service/Child Nutrition Program</a>
3551	<a href="#">Food Service Operations/Cafeteria Fund</a>
3551	<a href="#">Food Service Operations/Cafeteria Fund</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4040	<a href="#">Employee Use Of Technology</a>
4040	<a href="#">Employee Use Of Technology</a>
4112.5	<a href="#">Criminal Record Check</a>
4112.5-E(1)	<a href="#">Criminal Record Check</a>
4112.6	<a href="#">Personnel Files</a>
4112.6	<a href="#">Personnel Files</a>
4117.5	<a href="#">Termination Agreements</a>
4119.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
4119.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
4119.42-E PDF(1)	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
4140	<a href="#">Bargaining Units</a>
4141	<a href="#">Collective Bargaining Agreement</a>
4143.1	<a href="#">Public Notice - Personnel Negotiations</a>
4143.1	<a href="#">Public Notice - Personnel Negotiations</a>
4154	<a href="#">Health And Welfare Benefits</a>
4154	<a href="#">Health And Welfare Benefits</a>
4212.5	<a href="#">Criminal Record Check</a>
4212.5-E(1)	<a href="#">Criminal Record Check</a>
4212.6	<a href="#">Personnel Files</a>
4212.6	<a href="#">Personnel Files</a>
4217.5	<a href="#">Termination Agreements</a>
4219.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
4219.42	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>
4219.42-E PDF(1)	<a href="#">Exposure Control Plan For Bloodborne Pathogens</a>

**Cross References**

4240  
4241  
4243.1  
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4254  
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4312.5-E(1)  
4312.6  
4312.6  
4317.5  
4319.42  
4319.42  
4319.42-E PDF(1)  
4340  
4354  
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5020  
5020  
5125  
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5125.1  
5125.1  
5125.1-E(0)  
5125.3  
5141.6  
5141.6  
5145.3  
5145.3  
5145.3-E(1)  
5148.3  
5148.3  
6143  
6143  
6161.1  
6161.1  
6162.5  
6162.5  
6163.1

**Description**

[Bargaining Units](#)  
[Collective Bargaining Agreement](#)  
[Public Notice - Personnel Negotiations](#)  
[Public Notice - Personnel Negotiations](#)  
[Health And Welfare Benefits](#)  
[Health And Welfare Benefits](#)  
[Contracts](#)  
[Criminal Record Check](#)  
[Criminal Record Check](#)  
[Personnel Files](#)  
[Personnel Files](#)  
[Termination Agreements](#)  
[Exposure Control Plan For Bloodborne Pathogens](#)  
[Exposure Control Plan For Bloodborne Pathogens](#)  
[Exposure Control Plan For Bloodborne Pathogens](#)  
[Bargaining Units](#)  
[Health And Welfare Benefits](#)  
[Health And Welfare Benefits](#)  
[Parent Rights And Responsibilities](#)  
[Parent Rights And Responsibilities](#)  
[Student Records](#)  
[Student Records](#)  
[Release Of Directory Information](#)  
[Release Of Directory Information](#)  
[Release Of Directory Information](#)  
[Challenging Student Records](#)  
[School Health Services](#)  
[School Health Services](#)  
[Nondiscrimination/Harassment](#)  
[Nondiscrimination/Harassment](#)  
[Nondiscrimination/Harassment](#)  
[Preschool/Early Childhood Education](#)  
[Preschool/Early Childhood Education](#)  
[Courses Of Study](#)  
[Courses Of Study](#)  
[Selection And Evaluation Of Instructional Materials](#)  
[Selection And Evaluation Of Instructional Materials](#)  
[Student Assessment](#)  
[Student Assessment](#)  
[Library Media Centers](#)

**Cross References**

7110

7110

9010

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9124

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9223

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9270

9270-E(1)

9310

9310

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9321

9321-E(1)

9321-E(2)

9322

9324

**Description**[Facilities Master Plan](#)[Facilities Master Plan](#)[Public Statements](#)[Disclosure Of Confidential/Privileged Information](#)[Attorney](#)[Limits Of Board Member Authority](#)[Limits Of Board Member Authority](#)[Filling Vacancies](#)[Filling Vacancies](#)[Conflict Of Interest](#)[Conflict Of Interest](#)[Board Policies](#)[Board Policies](#)[Meetings And Notices](#)[Closed Session](#)[Closed Session](#)[Closed Session](#)[Agenda/Meeting Materials](#)[Minutes And Recordings](#)